



City of Alexandria, Virginia

301 King Street, Suite 2300

Alexandria, Virginia 22314



Kerry J. Donley
Mayor

William C. Cleveland
Vice Mayor

Members of Council
Claire M. Eberwein
William D. Euille
Redella S. Pepper
David G. Speck
Joyce Woodson

May 5, 2003

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5-13-03

Beverly I. Jett, CMC
City Clerk and
Clerk of Council
beverly.jett@ci.alexandria.va.us

(703) 838-4550
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The Honorable Mayor and
Members of City Council

Dear Honorable Mayor and Members of City Council:

There are no outstanding Minutes.

All other duties and responsibilities of this office are being discharged as promptly as possible. Please know that we are ready to assist you in any way possible.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bew".

Beverly I. Jett, CMC
City Clerk and Clerk of Council